

## **Best Practice Club – Four Year Development Plan**

### **Best Practice Guide for writing successful club development plans**

The aim of a development plan is to give clear focus to club committees to assist the growth and development of the club. A development plan should state **WHAT** needs to be done, **HOW** it will be done, **WHO** is responsible, **WHAT** are the targets/outcomes and **WHEN** will they be achieved. This best practice development plan has been designed to provide clubs with support in writing development plans by using good practice from across Scotland. Tips on completing development plans and a detailed template plan are included in this guide.

Here are some tips that will help you to write your clubs development plan.

- ✓ Clarify who needs to be involved in the planning process. This could be the current club committee or a working group within the club; possibly parents and helpers who may have experience of writing plans from their jobs or experience with other sporting organisations
- ✓ Identify key areas of work
- ✓ Who can help / be responsible for implementing the aims
- ✓ Targets for achieving the aims
- ✓ Outcomes and impact for the club
- ✓ Any funding implications

To help with the process of writing the plan it is suggested the club should look at four main areas of club development:

- ✓ Swimmer Development
- ✓ Teacher/Coach Development
- ✓ Volunteer Development
- ✓ Club Management and Administration

Finally it is important to continue to review your club's progress annually against the plan. Do not worry if you have not achieved every action, a review will highlight these areas and you can adapt your plan to help you move forward.

Good Luck!



## Dunfermline Water Polo Club (DWPC) – Four Year Development Plan (2011-2015)

Vision: *To develop a strong community and competitive club, creating an enjoyable environment and allowing opportunities for people of all ages to fulfil their potential in waterpolo.*

Goals: *A continually developing club; High standards of performance; Quality service to the club members*

Objectives:

- ✓ *Club growth and development*
- ✓ *Retention of number of players*
- ✓ *Enhanced opportunities for competition*
- ✓ *Success at individual level*
- ✓ *Increased number of qualified teachers/coaches and officials*
- ✓ *Effective administration*
- ✓ *Links with external agencies*

Area of Development	Main Areas	Responsibility	Outcome/Target	Target Date
Player Development	Develop and implement an Athlete Recruitment and Retention strategy	Club Committee Volunteer Coordinator Coaches/Teachers	Strategy complete and in place	
	Improved links with Learn to Swim/Minipolo providers	Minipolo Coordinator	Increase in number of players coming from Learn to Swim Schemes to club	
	Develop an annual training and competition calendar	Lead Coach Coach workforce	Annual training calendar in place and communicated to players/coaches/committee	Annual Calendar on website and regularly updated



	Develop an accurate record of players improvements (TESTING, RECORDING & MONITORING).	Coaches Coach Workforce Specialist Fitness Coaches	Database in place that players and coaches can access.	Land training progress being regularly monitored
	Develop an Exit Strategy for players looking to leave club	Coaches and Committee Rep	Exit strategy in place Increased number of players staying within club to volunteer	
	Provide ongoing opportunities for players to access education e.g. Nutrition, psychology, training, doping information	Club Committee Training Coordinator	Education calendar in place External coaches/resources secured to deliver	
	Provide ongoing opportunities for players to access dryside strength and conditioning training.	Lead Coach Coach Workforce Specialist Fitness Coaches	Continued expansion of longer term progressive training. Internal and External coaches/resources secured to deliver.	Weekly land training programme in place with Commando Park Fitness on Thur nights.
	Ensure all sections of the club have access to quality coaching	Lead Coach Coach Workforce	Continued technical improvement throughout Consistent coaching throughout pathway	
	Develop an Open Day to attract new members	Club Committee	At least one Open Day offered annually	



	Parents evening	Club Committee Lead Coach	Parents and players gain understanding of all processes involved in players development. At least one parents evening offered annually.	
	Improvement in technical ability/technical lesson plans	Lead Coach Coaching workforce	All groups to work to lesson plans. Annual plan for all groups.	
	Increased number of players progressing from minipolo section to main squads	Minipolo Coordinator Coaching workforce	More players achieving successful progression to waterpolo as a result of continued technical improvement	
	Improvement in stats at District events *	Lead Coach Coaching workforce	More players competing - showing technical improvement	<i>No District events planned</i>
	Increased number of players in Squads *	Lead Coach Coaching workforce	More players taking part in Scottish and GB competitions. Pathway up to senior squad	
	Improvement in stats at Nat level *	Lead Coach Coaching workforce	More players achieving National Squad attendance and selection	
	*Annual review of above	Team Manager Management Committee	Review evidence used to form coach and squad development plans	
	Review Player Incentive Schemes	Management Committee	Incentive schemes (Kelloggs Awards) available for all levels of players.	<i>Club Minipolo award scheme and certificates under development to complement Kelloggs awards.</i>

Area of Development	Main Areas	Responsibility	Outcome/Target	Target Date
<b>Teacher/Coach Development</b>	Include Education budget for CPD and courses for teachers and coaches	Treasurer Training Coordinator	Education section included in annual budget and report	Agreement to support coach education
	Develop a database of teachers and coaches qualifications	Club Committee	Database in place	List held by Sec and available on website
	Work with Lead Coach to develop personal plans for all coaches	Lead Coach and coaching network	Personal plans for all coaches in place Maps out staff aims, objectives and CPD training for the future	All coaches hold personal Dev plans
	Provide all coaches/teachers with Disability Awareness Training	Club Committee (Linking with Scottish Disability Sport and Scottish Swimming)	At least 1 coach to attend disability awareness per year	
	Work towards Licensing for all teachers and coaches	Club Committee Coaches	All coaches licensed	All coaches hold probationary licence
	Work towards UKCC Level 2 coaching waterpolo for all coaches.	Lead Coach Club Committee	External coaches/resources secured to deliver.	Level 2 polo course expected in Autumn 2011
	Provide ongoing CPD and in house training for all teachers and coaches	Club Committee Training Coordinator	CPD undertaken by staff to remain up to date 2 CPD courses per year for all volunteers	
	Run a UKCC Level 1 Waterpolo Coaching Course	Lead Coach Club Committee	External coaches/resources secured to deliver. Offer course to existing volunteers and externally Encourage candidates from course to volunteer with club	



	Run a Minipolo Coaching Course.	Lead Coach Club Committee	External coaches/resources secured to deliver. Offer course to existing volunteers and externally Encourage candidates from course to volunteer with club	
	Develop and Implement a Mentoring scheme	Lead Coach Coach workforce	Helpers/coaches/teachers to identify a mentor. Request in house training on specific areas they require for individual coach development.	
	Develop self evaluation programme	Lead Coach Coach workforce	All staff able to evaluate sessions	
<b>Area of Development</b>	<b>Main Aims</b>	<b>Responsibility</b>	<b>Outcome/Target</b>	<b>Target Date</b>
<b>Volunteer Development</b>	Develop and implement a Volunteer recruitment strategy/plan	Volunteer Coordinator Club Committee	Volunteer recruitment strategy in place	
	Develop and implement a Code of Conduct for Volunteers	Volunteer Coordinator Club Committee	Published code of conduct for all coaches, players, parents, committee	<b>Complete</b>
	Develop and implement Role Descriptors for all volunteers within the club	Volunteer Coordinator Club Committee	Description of duties for all members holding specific positions in club	<b>Complete</b>
	Develop a succession plan for the club	Club Committee Coach Rep	Succession plans for all positions in club	
	Make contact with further education colleges	Volunteer Coordinator Education Coordinator	Tool for attracting volunteers from HNC/HND courses. 1 link made with a college	
	Encourage athletes into volunteering instead of dropping out of club	Volunteer Coordinator	Recruitment and Retention strategy/plan for club in place	<b>Ongoing</b>
	Provide ongoing training opportunities including Team Manager, Child Protection,	Education Coordinator Volunteer Coordinator	Club provides list to all members detailing courses available internally and	



	Running Sport, UKCC courses		externally Volunteer training calendar produced	
	Encourage younger players/volunteers to get involved in Technical Officiating	Volunteer Coordinator Technical Official Coordinator	Provide information to players about courses available and roles of technical officials	
	Inform Scottish Swimming of volunteers successes for inclusion in Splash News and other national publications	Volunteer Coordinator(contact from Scottish Swimming)	Promotion for club and volunteers Regular submissions to Scottish Swimming	
	Include a volunteer recognition section in club newsletter	Volunteer Coordinator Newsletter Coordinator	Volunteer section included in newsletter	
	Link in with Local Authorities/Sports Council Awards evenings	Club Committee Volunteer Coordinator (Contact from Local Authority)	Nominate at least one volunteer for an award.	
<b>Area of Development</b>	<b>Main Areas</b>	<b>Responsibility</b>	<b>Outcome/Target</b>	<b>Target Date</b>
<b>Club Management</b>	Develop and implement an Equity policy	Club Committee	Equity policy in place and published on website and club newsletter	In place
	Develop and improve relationships with pool providers	Club Committee	Regular meeting with pool providers Water Access agreements with pool providers in place	In place
	Develop and improve club website	Committee Rep for Website	Keep website updated regularly	Ongoing
	Implement Self Declaration forms and undertake PVG checks	Child Protection Officer	All volunteers to sign self declaration. Coaches/Teachers to go	Complete for current vols in 2010. PVG process in place for



			through PVG checks.	future coaches.
	Develop a Help/Information Sheet for all Volunteers	All Club Coordinators	Information Sheet in place for all volunteers with club information and key contacts	Details available on website.
	Improve Communication Structure within club	Club Committee	Publish (non-sensitive) minutes of committee meetings on website	Published on website and copy to notice board
	Develop improved Administration of club	Club Committee sub group	Administration team as a sub group of committee looking at all key policies and procedures	
	Develop and implement a procedure to help members suffering financial hardship	Club Committee Treasurer	Policy for the disadvantaged in place	
	Identify a Team Manager for the club and investigate training for this	Volunteer Coordinator Education Coordinator	Person in place to manage club teams and events Team Manager role descriptor in place Training provided for role	Squads have team managers allocated but not yet all completed training
	Link in with Running Sport courses to improve club management	Volunteer Coordinator Education Coordinator	At least 1 committee member to attend Running Sport Course annually	
	Develop and improve partnerships with the community	Club Committee	Develop links with other clubs in the areas through regional forum Develop links with the Local Authority Sports Development Units Develop and improve links	Started and ongoing





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everyone can swim!

			with Active Schools Coordinators	
	Achieve Scottish Swimming's poloMark and poloMark Plus accreditation	Club Committee Rep All club members	poloMark Achieved poloMark Plus Achieved	poloMark achieved June 2011